



Webinar: *P-Card Policy Revision*

You are invited to attend the webinar "*P-Card Policy Revision*". The webinar will take place **February 23, 2011** at **1:00PM** and is scheduled to last 2 hours. This invitation contains all of the information you will need to participate.

About the webinar technology:

The webinar has both a visual and an auditory component, and you will need to log into a website to view the presentation. You will need access to a computer with a sound card and speakers to hear the audio. Alternatively, you may dial into the webinar audio at a number specified upon registration with a PIN provided during login. *You may incur long-distance charges using the dial-in option.*

Preparing for the webinar:

In order to participate in the webinar, you will need to download the GoToMeeting software.

- To do this, select the link below and follow the prompts to download the webinar program.
- It may take 5-10 minutes to complete this, so please login at least 15 minutes before the start time of the webinar or perform the download in advance.
- If the webinar software was successfully downloaded, you will see an orange flower in the tool tray located in the bottom right corner of your screen.

Attending the webinar:

The day of the webinar, you will be able to enter a session 15 minutes before the start time.

- Register **in advance** at the link provided below. Once you register, you will receive an email confirmation with instructions about how to log on to the meeting.
- Please enter your first and last name when prompted.
- An attendee quick reference guide is provided for your convenience and the speaker will provide more instructions at the beginning of each session.

Registration information:

Please register in advance to attend the webinar at:

<https://www1.gotomeeting.com/register/462351681>

If you have technical difficulties logging into the webinar, please contact the DOAS Webinar Help Desk number at 404.656.2291